WESTLAW UK TRAINING: TOP TIPS GUIDE
Legal research is about to get easier. To help you on your way, we’ve put together the following top tips so you can quickly consolidate what you learnt in your Westlaw UK training session. Let’s get started.

1. STARTING YOUR RESEARCH
2. REFINING YOUR RESULTS
3. SEARCHING SPECIFIC PUBLICATIONS
4. LINKS TO RELEVANT SOURCES
5. QUICK CROSS REFERENCING
6. CHECKING AUTHORITY

If you ever need help, our dedicated support staff are here to provide expert assistance. Whatever your query we will help you find the solution fast.

For support please contact the customer service team: 0800 028 2200 customer.service@westlaw.co.uk
1. STARTING YOUR RESEARCH: NATURAL LANGUAGE

Begin your search from the homepage by clicking into Natural Language.

Describe your legal issue in plain English, and choose to search across Cases, Legislation, Journals, Current Awareness or EU material. In this example, we have chosen to search across Journals.

Similar to a Google search, this will return the top 100 results.

REMEMBER
Look out for the Subject/Keywords listed in the results. This can help you to identify relevant topics required to run further searches. Also you can link from journal articles into relevant primary law.
To narrow down your results, run your search using the content links at the top of the screen and select the advanced search option.

**REMEMBER**

The Advanced Search provides more specific search criteria. The more search options you populate with relevant terms, the fewer relevant results will be retrieved. The Subject/Keyword search option helps to narrow down results by specific topics. You can also use the topics identified from your natural language search.
3. SEARCHING SPECIFIC PUBLICATIONS: BROWSING AND SEARCHING

You can search specific Law Reports, Journals or Sweet & Maxwell books. You just need to browse to your source, and then run a search.

When you click into a source, i.e. a Law Report, then run your search, you will be restricting your search to the source you browsed to in your breadcrumb trail. For example, in this particular case, you will only search across British Company Cases from 2009.

Then enter your query into the Free Text box.

REMEMBER
When you click into a source, i.e. a Law Report, then run your search, you will be restricting your search to the source you browsed to in your breadcrumb trail. For example, in this particular case, you will only search across British Company Cases from 2009.
The blue left hand menu provides links to important information, such as primary law, journal articles, books, etc. that is relevant to the case or legislation you are looking at.

REMEMBER
Each case has a case analysis document and each provision of an act has a legislation analysis document, both accessed from the blue left hand menu.
When linking to documents on Westlaw UK, right click and select open in a new tab or window. This means you will keep your original screen open and keep track of what you’re looking at; a bit like having all your books laid out in front of you.
6. CHECKING AUTHORITY: STATUS ICONS

Status icons will help you quickly determine whether your case or legislation is a good authority or not. Just hover your cursor over the status icon to find out.